

## **TEST CONTROL**

Test Control seems to be an ongoing concern and not always properly executed. TASS BNs are responsible for test administration IAW the references cited in TR 350-18 para 3-11. Note there is an error in one cited reference. AR 611-6 is referenced but should be AR 611-5.

Some common problems we are seeing in the field are addressed below.

Please note the Test Administrative Instructions on a separate link. Some test takings that we witnessed were far too relaxed with little control over the procedure. If no similar instructions are provided prior to the test, please implement these instructions now.

### **TEST CONTROL SOP**

The testing facility SOP must have a log showing name and signature of TCO and alternate TCO and date reviewed at the time of their assignment and quarterly thereafter IAW AR 611-5 para 2-1e(5).

### **TEST SECURITY**

The TCO or alternate TCO will make a quarterly inventory of test materials using DA Form 5159-R. The inventory will include test booklets, administration and scoring manuals, scoring keys and optical scanner test scoring forms IAW AR 611-5 para 2-2b(1).

All examination material must be secured under double lock and key, in an area identified as limited access and off limits to student personnel. Each individual file drawer must be locked. The second lock may be that of the door to the room where test material is stored with limited access and/or a locking bar on the entire file cabinet where test material is stored. Test scoring keys will be stored separately from test booklets and blank answer sheets IAW AR 611-5 para 2-2b(8).

All test materials will be accounted for by signing them in and out.

### **DISPOSITION OF TEST MATERIALS**

Retain secured answer sheets for 1 year after completion of the course, then destroy IAW AR 611-5 para 3-7d.

Retain secured answer sheets for 2 years for students dismissed from a course IAW TR 350-18 para 3-28e, then destroy IAW AR 611-5 para 3-7d.

### **TEST CONTROL PROCEDURES**

Identify each answer sheet with a date, test title, test version and test number.

Specify on each progress plotter the title of test, date taken and whether the test is an initial or a retest.

Indicate each test by title on the training schedule.

Maintain test inventory log for one year after the completion of a course IAW AR 611-5 para 2-4b.